



Brunswick Community Library

Circulation Policies and Procedures

Policy:

This policy provides guidance for circulation activities. The Key points of this policy will be summarized in a brochure made available to all patrons of the Library. This brochure will be provided to every community member when a library card is issued, replaced or renewed, or when there is a question about circulation policies.

Who may have a Brunswick Community Library Card?

- All community members upon registration will receive a Brunswick Community Library Card, if they reside in the Brunswick area. If they live outside of the area, an Upper Hudson Community Library System (UHLS) card will be given instead
- Children 12 and under, upon registration, will receive a Brun Jr. / UHLS Card, with a parent/guardian signature.
 - If the parent has a BRUN or UHLS Library card, the Brun Jr. Card will be linked to the parent's card.
 - When children turn 13, a new Brunswick Community Library Card may be issued, and cards will continue to be linked until the patron turns 15.

In accordance with New York State confidentiality laws and professional guidelines of the American Library Association, the Library will not divulge what materials users have checked out. Parents who wish to monitor what their children check out are strongly encouraged to accompany them to the Library. However, if the child is 14 or younger and cards are linked, staff may inform the parents/guardians of items, as parents/guardians are the responsible party.

Who may borrow books for Brunswick Community Library?

Anyone with a valid UHLS Card may borrow items at the Brunswick Community Library.

Identification for Registration

The Brunswick Community Library accepts the following identification

1. Driver's license with current address OR
2. Photo ID with a utility bill with current address

* A parent/guardian must be present for a child, 12 and younger, to receive a Brun Jr. Card and provide the correct identification.

Borrower responsibility

The borrower is responsible for loss or damage to any borrowed materials. Items lost or damaged beyond repair will be replaced at the cost established by the UHLS as current typical replacement prices.

Failure to pay for or replace lost or damaged library materials will result in loss of Library borrowing privileges. Parents are responsible for items lost or damaged by children 12 and younger, and will lose borrowing privileges for outstanding, lost or damaged items. Children 13 and older are responsible for their outstanding, lost or damaged items.

Circulation Periods for a Brunswick Community Library Card

The standard circulation period is four weeks, with 2 renewals if not requested by another patron.

- Exceptions:
- Juvenile Holiday Titles: 2 weeks, renewable, if not requested by another patron
- New Books: 2 weeks, renewable, if not requested by another patron
- Musical CDs: 2 weeks, renewable, if not requested by another patron
- New Movies: 1 week, renewable, if not requested by another patron ● Movies: 2 weeks, renewable, if not requested by another patron
- Magazines: 2 weeks, renewable if not requested by another patron

Materials that Do Not Circulate

Reference materials, i.e., local history. Special permission from the Director may be granted to check out reference material on a case-by-case basis.

Requested Books

Patrons receive notification by phone or email that a requested book is ready to be picked up. The patron chooses the format of notification at registration and may choose to change the format at any time. Patrons must give staff verbal or written notice that family members or friends are allowed to pick up for them. A note will be placed in the patron's account to alert staff that cards will be linked.

*Please note that this may not be the policy at other libraries in UHLS, and cards may not be transferable between family members.

Returning Materials

Materials may be returned in person or placed in the book drop at any library in the UHLS. The book drop is open 24 hours a day.

*We request museum passes to be returned in person at the Brunswick Community Library; however, if the Library is closed they may be placed in the book drop.

*** *Fine Free Policy for Brunswick Community Library* ***

There is no standard late fee or fine for library materials at the Brunswick Community Library.

The Brunswick Community Library has a policy of a one-day grace period for overdue items. A grace period is also enacted when the Library is closed due to inclement weather or holidays. If **any item** on a patron's card is overdue, damaged, lost or in any other way delinquent, all library privileges, including borrowing materials and use of public computers, are suspended until that delinquency has been corrected.

*Please note that this may not be the policy at other libraries in UHLS. When a Brunswick Community Library Card holder uses their card at another Library, they are subject to that library's overdue fine rules.

Overdue fines for Brun Jr. Cards

If a Brun Jr. Card holder has any items that are delinquent, the card holder and parent/guardian linked to the child's card may not check out any more materials until the delinquent item has been returned or renewed.

Lost or Damaged Resources

Lost or damaged resources, that are not owned by Brunswick Community Library, are to be replaced at the value established by that library in the UHLS and need to be handled by the library whose item was lost or damaged.

Books and other media often become damaged from normal wear and tear. We will not charge patrons for materials demonstrating wear or damage beyond the control of the borrower.

We routinely weed and replace our materials and appreciate community feedback. Please let us know if a CD or DVD does not work, and we will update or replace it.

Claimed Returns

When community members claim that they have returned an item, but it is not on the shelf and still checked out to them, this is known as a "claimed returned." The claimed return will be noted in the card holder's database record. After the second claimed return, the patron will meet with the Director to have the situation assessed.

Library Card in Good Standing

- Your Library Card must be in "good standing" to use library services (such as checking out items or using Laptops)
- In order to have a library card in good standing, you must have less than \$10 in any UHLS library fines and no lost or damaged items on your account.
- You may work out payment plans with the Librarian on an individual basis
- We can collect late fees accrued from other libraries. In the case of lost or damaged items, the fee must be paid directly to the owning library or online.

Approved by Board of Trustees: June 13, 2000

Age Requirement Updated and Approved: July 11, 2001

Maximum Fine Limit Change Approved: August 2005

Updated Feb. 2006, Jan. 2010

Updated May—Brun Jr. 2017

Updated March—Fine Free 2018

Updated April 2022 – no lost card charge and no 50-item max